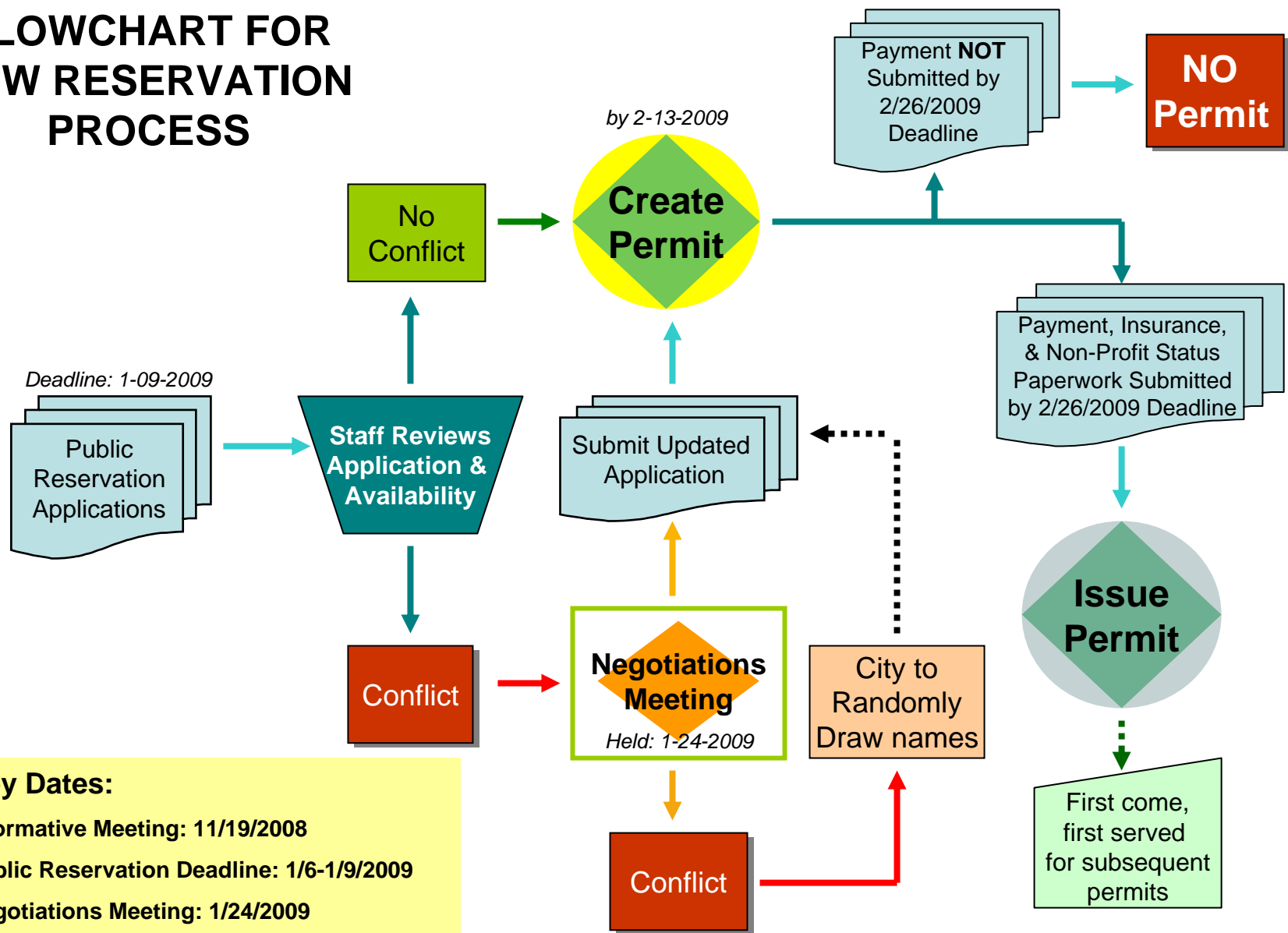


FLOWCHART FOR NEW RESERVATION PROCESS



Key Dates:

Informative Meeting: 11/19/2008

Public Reservation Deadline: 1/6-1/9/2009

Negotiations Meeting: 1/24/2009

Permits Created by: 2/13/2009

Payment & Documents due by: 2/26/2009

New Field Registration Process

How to Apply

1. Attend Informative Meeting (Optional): Opportunity to discuss Field Reservation process
2. Submit applications
 - a. Spring/Summer (March-August) due in January
 - b. Fall/Winter (September-February) due in June
3. Staff Reviews application and availability
 - a. If there are no field use conflicts with other Organizations:
 - i. Permit is created
 - ii. Applicant submits payment and documentation (proof of Non-profit Status and sufficient Liability Insurance)
 - iii. Staff reviews payment and documentation
 1. If payment and documentation are accepted, permit is issued.
 2. If documentation is not sufficient, reservation is lost and field is re-released to the public.
 - b. If there are field use conflicts with other Organizations:
 - i. Applicant must attend negotiations meeting (scheduled times and dates TBD)
 1. Conflict is resolved at meeting
 - a. Permit is created
 - b. Applicant submits payment and documentation
 - c. Staff reviews payment and documentation
 - I) If payment and documentation are accepted, permit is issued
 - II) If documentation is not sufficient, reservation is lost and field is re-released to the public
 2. If field use conflict is not resolved at meeting
 - a. Field Reservations Unit draws names for field assignment
 - b. Applicant submits payment and documentation
 - c. Staff reviews payment and documentation
 - I) If payment and documentation are accepted, permit is issued
 - II) If documentation is not sufficient, reservation is lost and field is re-released to the public

Requirements For Attending Negotiations Meeting

1. Applications already in system (bring copy of application)
2. Non-profit status documents & proof of Liability Insurance (bring paperwork)
3. Payment or credit card information (optional)

Issuing Permits

1. How to get permit approved:
 - a. Submit *complete* applications
 - b. Submit *complete* and acceptable documentation (Non-profit status and Liability Insurance)
 - c. Field requests do not conflict with other organizations field requests
 - d. Fees are paid on time
 - e. Rules are understood
2. What will delay permit approval:
 - a. Incomplete applications
 - b. If field request conflicts with other organizations, attend Negotiations Meeting
 - c. Documentation is not acceptable or sufficient
 - d. Fees are not paid on time



*Parks, Recreation and
Neighborhood Services*

Sports Field Negotiations Meeting
Date: January 24, 2009
Location: Moreland -West Community Center
Multi-Purpose Room



9am-10:15am: *East Hills/Evergreen (Capitol, Windmill Springs, Tully Ballfields¹, Welch, Hillview, Boggini, Silver Creek Linear)

10:30am-11:45am: *South San Jose/Blossom Valley (Great Oaks, George Page, Vista, Solari, La Colina, Cahalan, Leland²)

1pm-2:15pm: *Berryessa/Downtown (Berryessa Creek, Columbus 1 & 2, Brooktree, Flickinger, Bernal, Cataldi, Roosevelt, Backesto, Hoover²)

2:30pm-3:45pm: *Cambrian Area (Paul Moore, Lone Hill, Camden, Kirk, DeAnza, TJ Martin, Butcher, Doerr)

4pm-5:15pm: *West San Jose/Willow Glen (Santana, Hamann, Calabazas, Mise, Hathaway, Starbird, Bramhall, River Glen)

5:30pm-6:45pm Adult Programs only: (All fields and locations)

*Youth, Senior Citizens or Persons with Disabilities programs only

¹Cost to reserve is additional \$6.38 ²Limited Hours

Note:

If you or your organization is interested in reserving fields in more than one region, please make sure you have a representative attend each negotiations session for each region.

What to Bring:

1. Copies of completed applications
2. Proof of Non-Profit status and Liability Insurance
3. Payment or Credit Card information (optional)

Moreland-West Community Center

1850 Fallbrook Avenue
 San Jose, CA 95130
 Reservations: 408-871-3827
 Main: 408-871-3821
 Fax: 408-871-8165